

**BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY**

Meeting Date: January 17, 2007

Division: Engineering

Bulk Item: Yes X No

Department: Engineering

Staff Contact Person/Phone #: David S. Koppel, 292-4426

AGENDA ITEM WORDING: Approval to create the position of Senior Engineering Technician – Wastewater.

ITEM BACKGROUND: Currently, only one position (Senior Administrator – Sewer Projects) exists to handle all duties associated with wastewater projects throughout the County. The workload relating to funding, technical issues, and administration is too much for one person to handle.

PREVIOUS RELEVANT BOCC ACTION: N/A

CONTRACT/AGREEMENT CHANGES: N/A

STAFF RECOMMENDATIONS: Approval as stated above. Pay Grade 9 – Range \$40,307 to \$58,446, plus benefits.

TOTAL COST:\$40,307-\$58,446, plus benefits **BUDGETED:** Yes X No

COST TO COUNTY: same **SOURCE OF FUNDS:**MSTU-Wastewater

REVENUE PRODUCING: Yes No **AMOUNT PER MONTH** **Year**

APPROVED BY: County Atty OMB/Purchasing Risk Management

DOCUMENTATION: Included Not Required

DISPOSITION:

AGENDA ITEM #

MONROE COUNTY

JOB DESCRIPTION

Position Title: SR. ENGINEERING TECHNICIAN – WASTEWATER		Date:
Position Level: 9	FLSA Status: Exempt	Class Code: 9-

GENERAL DESCRIPTION

Primary function is to assist the Sr. Administrator, Sewer Projects in the planning, design, construction and funding of wastewater projects throughout Monroe County.

KEY RESPONSIBILITIES

- * 1. Reviews design of sewer projects prepared by others.
- * 2. Coordinates work between utilities, consultants, contractors, permit agencies and local jurisdictions.
- * 3. Performs construction observation and reports to Sr. Administrator any deviations from plans. Investigates complaints and provides recommendations.
- * 4. Prepares project revenue and expenditure reports for multiple projects to track invoice payment and available funds. Reviews and prepares audit slips for payment of invoices.
- * 5. Assists with the management of connection fee collection program.
- 6. Identifies grant opportunities, prepares grant applications and completes appropriate reporting to granting agencies. Coordinates with Budget Department, Clerk of Court and County Attorney to confirm financial and legal sufficiency of funding strategies.
- 7. Confirms compliance with procedures for routing of documents requiring Board of County Commission approval.
- 8. Reviews and prepares permit applications.
- * 9. Prepares progress reports and develops data management strategies.
- *10. Assists in the preparation of requests for qualifications, requests for proposals, and funding sources.
- 11. Reviews and prepares specifications, cost estimates, project schedules and correspondence.
- *12. Researches technical and regulatory issues.
- 13. Performs related assignments as directed.

* Indicates an “essential” job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Position Title: SENIOR ENGINEERING TECHNICIAN	Class Code: 9-	Position Level: 9
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KEY JOB REQUIREMENTS	
<i>Education:</i>	Associate's Degree or Two Year College equivalent required.
<i>Experience:</i>	3 to 5 years. Construction, technician or drafting experience would be helpful. Must possess valid Florida driver's license.
<i>Impact of Actions:</i>	Makes decisions and final recommendations which routinely affect the activities of an entire department. Position duties may include responsibility for developing strategic plans for one or more divisions.
<i>Complexity:</i>	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
<i>Decision Making:</i>	Analytic: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.
<i>Communication with Others:</i>	Requires regular internal and external contacts to carry out programs and to explain specialized matters. Occasionally requires contact with officials at higher levels on matters requiring cooperation, explanation and persuasion, as well as with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Responsible for orienting and training others, and assigning and reviewing their work. May also be responsible for acting in a "lead" or "senior" capacity over other positions performing essentially the same work, or related technical tasks and reporting to a higher level on a formal basis.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	On call 24 hours pending disasters.

APPROVALS			
<i>Department Head:</i>			
Name:	Elizabeth Wood	Signature: _____	Date: _____
<i>Division Director:</i>			
Name:	David S. Koppel, PE	Signature: _____	Date: _____
<i>County Administrator:</i>			
Name:	Thomas J. Willi	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____